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12 February 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Information Services

SUBJECT: OIS Weekly Report (6 - 12 February 1986)

1. *The Classification Review Division (CRD) has completed its survey of the records of the Office of the Director (O/DCI) covering the period 1945-55. Of the 241 feet of records surveyed, approximately 50 feet contain material that appears suitable for the Agency's Historical Review Program. Following consultations with the Records Management Officer for the O/DCI and with the DCI History Staff, classification review of the material will begin.

2. *CRD has completed its review of the private papers of [REDACTED] a former employee of the Department of Energy (DOE) and former contract employee of the Agency. [REDACTED] widow wants to use these papers to publish a biography recounting his professional relationships with various world-famous physicists since the 1920s, and his attempt to discover whether the Nazis had succeeded in developing the atomic bomb during World War II. Since [REDACTED] also was a source for the former [REDACTED] as well as a consultant for CIA's Office of Scientific Intelligence, there are numerous references in his papers to the Agency and Agency personnel. Of the material reviewed, CRD identified approximately 15-20 percent that requires continued protection. DOE agreed to send this material to CIA for retention and final disposition. [REDACTED]

3. Annuitants working in the Information Resources Management Division (IRMD) continue to locate unaccounted for Top Secret collateral documents. During the reporting period, 1,948 documents of the Directorate of Operations (DO) were identified and reviewed. Of these, 1,690 were found to be properly accounted for but custodial responsibility of 250 has to be determined. In the Office of Global Issues, 26 Top Secret documents were identified; 10 were properly accounted for, but the remaining 16 will require further research. The results of these searches will be processed into the TSCADS data base.

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C O N F I D E N T I A L

4. IRMD representatives met with representatives from the Office of Information Technology (OIT) to discuss the staffing and equipping of the data access facilities within the proposed Information Services Centers (ISCs) in the new Headquarters Building. The participants agreed that OIS would continue to plan for the data access facilities and that OIT would concern itself with requirements for a central distribution facility in the new building.

5. IRMD representatives also met with representatives from OIT and the Directorate of Intelligence (DI) to discuss the services that elements of the DI will need in the proposed ISCs. Such services would include: (a) extended hours of operation, (b) a high quality facsimile transmission capability, and (c) cable dissemination down to the branch level. The DI Records Management Officer will work with an IRMD representative to further define staffing and equipment requirements.

25X1 6. *The backlog of FOIA/PA/EO initial requests continues downward and now stands at 1542.

This accomplishment demonstrates the utility and productivity achieved through our use of independent contractors who are able to move massive cases which might otherwise languish or consume a disproportionate share of our available resources. A separate IPD report is attached.

25X1 Attachment

C O N F I D E N T I A L

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12 February 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (5 - 11 February 1986)

- | 1. | <u>The Week in Review</u> | <u>5-11 February 1986</u> | <u>1986 Weekly Average</u> |
|----|---------------------------|---------------------------|----------------------------|
| a. | New cases | 48 | 49.7 |
| b. | Cases closed | 75 | 66.3 |
| c. | New appeals logged | 3 | 3.3 |
| d. | Appeals closed | 1 | 1.8 |
| e. | Manpower (man-weeks) | 76.1 | 110.1 |
2. Current Backlogs
- a. Initial requests - 1542
 - b. Requests in administrative appeal - 196
 - c. Requests in litigation - 74
3. Spotlighted Requests

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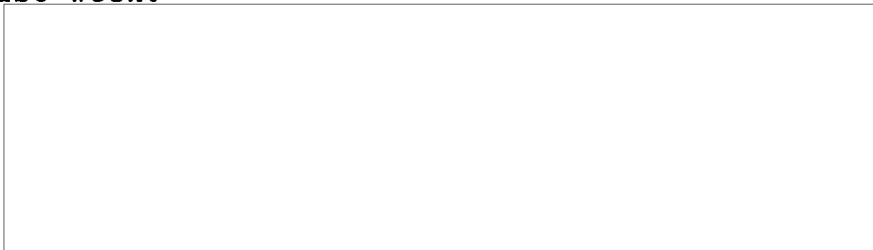
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c. The task of identifying and reporting record systems, as required by the Privacy Act and the DDA memorandum of 11 October, is moving ahead with more active OIS involvement. As became evident from our consideration of current information storage technology as well as various directorate and component responses, D/OIS requested that the OIS Legal Advisor, C/IPD, and a designee from IRMD meet personally with component IRO's and RMO's in order to identify with certainty those record systems subject to reporting under the Privacy Act and to consider mechanisms (such as used by the DO in record system CIA-49) to meet this requirement while protecting sensitive information from public disclosure.

d. We continue our efforts to clear old cases. This week saw the dispatch of two Executive Order requests, both from 1981, three FOIA cases, two from 1979 and one from 1981, and two PA cases, one each from 1977 and 1979.

The backlog of FOIA/PA/EO initial requests now stands at 1542, down by 27 from last week.

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1 - DCI History Staff
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1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OLL
1 - OP
1 - OL
STAT 1 - C/IMS []
1 - DDO/IRO
STAT 25 - DDO/IMS []
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
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1 - OIS/LA
1 - IRG/OS
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11 February 1986

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 5-11 February 1986

1. HRB/CRD has collated the results of its recent survey of ODCI records to find 1945-55 material for the CIA Historical Review Program (HRP). Of the 241 feet of records surveyed, about 50 feet spread over 74 boxes belonging to 10 jobs were found to contain material of 1945-55 that appears suitable for the HRP, e.g., it is of high historical interest and appears to be reasonably declassifiable. HRB will initiate consultations within the week with C/ER/OES/ODCI and with the DCI History Staff on the final selection of boxes to include in the HRP and then review of the material will begin.

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11 February 1986

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (5 February - 11 February 1986)

1. WORK IN PROGRESS

a. TS Documents. Progress continues to be made in our efforts to reduce the number of unaccounted for TS collateral documents. Annuitant [redacted] continues his review of retired records of the Office of Global Issues. During the week he found 26 TS documents, ten of which were on record as charged to the OGI and the remainder requiring following research.

[redacted] another OIS annuitant, continues his review of the documents held in the Sensitive Information Section, Operations Group, Information Management Staff. He reviewed 1,948 documents during the period, 1,690 of which were charged to the DO and 250 whose ownership must be determined. A third annuitant, [redacted] resumed his search of retired records of the Office of Scientific and Weapons Research. He examined seven retirement jobs last week, but found no TS collateral documents. [redacted] Information Control Branch, continues to process information on the documents found by the annuitants adjusting TSCADS data base to reflect document location, etc.

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25X1 b. Information Services Centers. Chief, IRMD, [REDACTED]
25X1 [REDACTED] Chief, Information Control Branch, [REDACTED] ICB,
25X1 and [REDACTED] Information Management Branch, met with several
OIT representatives concerning the staffing and equipping of the
data access element of the Information Services Centers that will
be established in the New Headquarters Building. The meeting was a
followup to one held in January in which OIT had surfaced their own
proposed initiative for staffing the data output centers in the New
Building; OIS had previously submitted an initiative that provided
for these services in the ISC. After a lengthy discussion, it was
agreed that OIS would continue to plan for the ISC's data access
facilities and that OIT would concern itself with requirements for
25X1 a central distribution facility in the new building. [REDACTED]
OIT, indicated that there would be a requirement for cable
dissemination in the ISC that would have to be staffed. In view of
this need and other changes in the components to be supported by
ISC, IRMD will review the staffing and equipment needs of these
centers.

25X1 Chief, IRMD, [REDACTED] also attended a
meeting with DI and OIT representatives to discuss the requirement
25X1 for an Information Services Center to support DI elements in the
new building. [REDACTED] Deputy Director, Office of Current
Production and Policy Support outlined what he felt would be some
services that needed to be provided by the Center. These included
extended hours of operations (to include possible weekend work),
the need for high quality facsimile transmission capability, cable
dissemination down to the branch level, and other items. Pete
25X1 [REDACTED] Deputy Director, Office of Management, Planning, and
25X1 Services, chaired the meeting and tasked [REDACTED] DI Record
Management Officer with identifying the services required by the DI
offices to be supported, as well as the equipment that be needed to
25X1 fulfill these services. [REDACTED] will work with [REDACTED] in
defining these requirements for the DI ISC and in determining its
required staffing.

2. SIGNIFICANT EVENTS/ACTIVITIES

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b. Briefing on ISOO. [redacted] Information Management Branch, briefed the Deputy Director of Administration on the Agency's relationship with the Information Security Oversight Office (ISOO). [redacted] discussed the type of taskings that ISOO levied on the Agency, the status of initiatives that ISOO had developed last year, and potential problem areas. The briefing was preparatory to a meeting between the DDA and Steve Garfinkel, Director, ISOO scheduled for the 20th of February.

c. DA Record Management Officer Meeting. [redacted] OIS Records Management Officer, attended the Directorate of Administration RMO's meeting on 6 February. The P&PD initiative to consolidate copiers, the use of acid-free containers for permanent records and the implementation of new Records Control Schedules were among the topics discussed. The OIT RMO commented that a recent Headquarters Notice [redacted] [redacted] had generated considerable interest in classification procedures and that shortly thereafter he received several requests for copies of the Agency Classification Guide. [redacted] the DA Records Management Officer also discussed the need for component RMOs, to support of OIS initiatives and programs. The next DA RMO meeting is scheduled for March in [redacted]

d. Records Center. Record Center personnel performed the following activities during the week:


RAMS:	Made 20 additions, 5 changes, and 20 deletions
ARCINS:	Jobs received/edited - 13 Jobs keyed - 29 consisting of 2,125 entries
Accessions:	Received 17 jobs totaling 94 cubic feet
References:	Serviced 2,488 requests for records
Special Run:	One to OP.
Other:	Visitors to the Record Center included a number of people involved in the screening of material for the Historical Review Program. These individuals looked at 167 feet of material from the DCI area.

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3. SCHEDULED MEETINGS

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 Information Technology Branch, will meet with OSWR Registry personnel on 12 February to give further instructions on the use of CDOCS. OSWR is the last registry in the DDI to start using CDOCS.

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DDA/OIS/IRMD dbm (11 February 1986)

Distribution:

- Original & 5 - Addressee
- 1 - IRMD Subject: IRMD Weekly Report s/background
- 1 - IRMD Chrono

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C-O-N-F-I-D-E-N-T-I-A-L

11 February 1986

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 05 February
through 11 February 1986

1. RPD is currently processing 127 jobs. Eleven issuances were published and 14 were received for processing during the week.

2. is the editor processing proposed EB No. 1338, CIA Guest Speaker Program - General Paul F. Gorman, U.S. Army (Retired).

rewrote, edited, and prepared the issuance for DDA approval.

General Gorman will speak on the issue of Central America: Two

Estimates.

3. An employee and student at a local university called to explain that she is writing an academic paper on an aspect of her Agency job and asked for guidance. RPD's chief of research, directed the caller to the Public Affairs Office and OP/Recruitment for unclassified information on the Agency.

4. RPD welcomed to the Division on 6 February.

Attachment

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